

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Lateral Transfers & Candidates on a current examination list**
Location: Middletown
Job Posting No: 6276
Salary: *\$59,261 - \$80,808 (New hires to state employment start at the minimum salary range)
Closing Date: **Tuesday, February 18, 2014**

NOTE: *Interested candidates who have previously submitted an application packet will not need to reapply.*

In a state agency this class is accountable for independently performing a full range of tasks for an Equal Employment Opportunity program.

Eligibility Requirement: **Candidates must have applied for and passed the Equal Employment Opportunity Specialist 1 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the Equal Employment Opportunity Specialist 1 or those who have previously attained permanent status in this class may apply for a lateral transfer.** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

DESCRIPTION OF DUTIES: Assist in developing and evaluating Affirmative Action Plan and meeting program goals; create and compile statistical charts, data and graphs for Commissioner; write sections of the Affirmative Action Plan (hiring and promotional goals analysis, training analysis, workforce analysis and availability analysis, organizational analysis and innovative programs); interpret policies and procedures; conduct, coordinate and track diversity and sexual harassment training; assist with employee counseling regarding career advancement and/or Affirmative Action issues; process and reviews agency's ADA requests; screen departmental interview process for new hire and promotional opportunities; and performs related duties as required.

Preferable Candidate: Should possess excellent listening and speaking skills, ability to gain credibility with colleagues; analyze as well as recognize solutions and be able to effectively communicate orally and in writing.

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Tuesday, February 18, 2014, close of business** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable to confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer